

In-service / Training Attendance Record

EMERTUS
ASSISTED LIVING

Instructions:

- Employees who attend an in-service/training meeting must sign this form.

Inservice information

Topic: Attendance Call-In Procedure Absenteeism Date: 1-11-08
(an outline of the topic or learning objectives should accompany this In-service/Training Attendance Record)

Presenter(s): Bette Bell / Nancy Cordova

Length of in-service or training: 30 minutes

Print employee's name	Employee's signature
1. Nanette Read	Nanette Read
2. Alfredo A.	
3. Jenny Hitt	Jenny Hitt
4. Samantha Jackson	Samantha Jackson
5. Maryeriz Santiago	Maryeriz Santiago
6. Andrica Narez	Andrica Narez
7. Maribel J Morales	Maribel J Morales
8. Ted Lasik	T. Lasik
9. So	
10. Jessica Guerra	Jessica Guerra
11. LYNDIA ANN RICHARDO	Lyndia Ann Richardo
12. Rachel Smith	Rachel Smith
13. Michele Riley	Michele Riley
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Signatures

Presenter's signatures: Nancy Cordova
(signature verifies attendance of employees listed above)

Meeting Agenda:

1. Attendance: A) Shift times AM-6a-2p
PM-2p-10p
NOC-10p-6a
B) Call-in procedure – **MUST** call me/manager
C) No Call No Show – possible immediate termination
D)
 2. Smoking Area – Out back of dining room **ONLY** (same as residents)
 3. Uniform – T-shirt (no Logos)
Polo Shirt
Tan/Khaki or black pants
Closed toe shoes- no clogs
NO JEANS
NO SWEATS
 4. Staff Meal Times – A Typical Day
 5. Resident Meal Times: To the dining room/living room an hour before.
 6. Family Complaints
 - A) Knock before entering
 - B) Introduce yourself
Do Not Say “ Who are you?”
 - C) They do not need to know you are tired.
 - D) They are **NOT** to hear we are short staffed.
 - E) They do not need/want to hear your background/job history etc.
 - F) If they have issues have them talk to your supervisor (530) 401-2252
 - G) Showers – get them done.
 7. Radios – Keep it generic and short.
No resident info over the radio
Respond to calls, you never know who is listening.
They should not be off.
If the battery is dead get a new one.
 8. Disposal of briefs/depends – **MUST** be removed from the room immediately
Tie them in a small bag and put them in a central trash can on each floor
Empty the central trash can at the end of each shift.
Any soiled lines need to be removed immediately and taken to laundry.
Beds should be made when linens are removed or when resident gets up in am/no
later than 10:30am
DO NOT just cover up a wet spot!

NOC- Telephones
Incontinent care

Clean up behind yourselves/jackets – dishes – trash.

The front table in the dining room

The desk in the lobby

Front offices

The activity room